VS VETERINARY SERVICES

Veterinary Services Process Streamlining
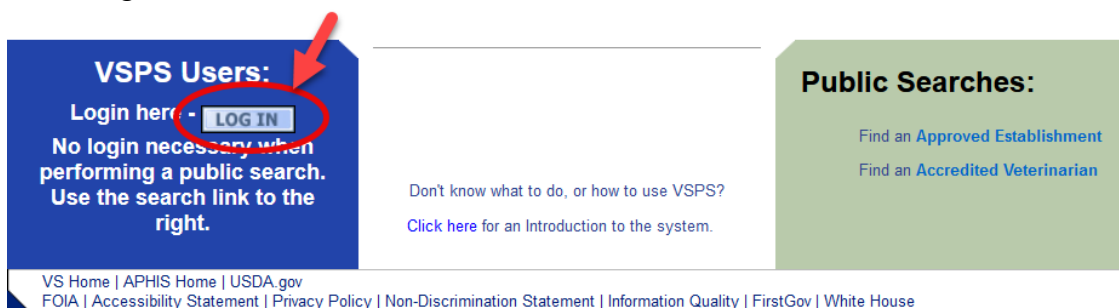
https://vsapps.aphis.usda.gov/vsps/

Welcome to VSPS!

Importers and Brokers

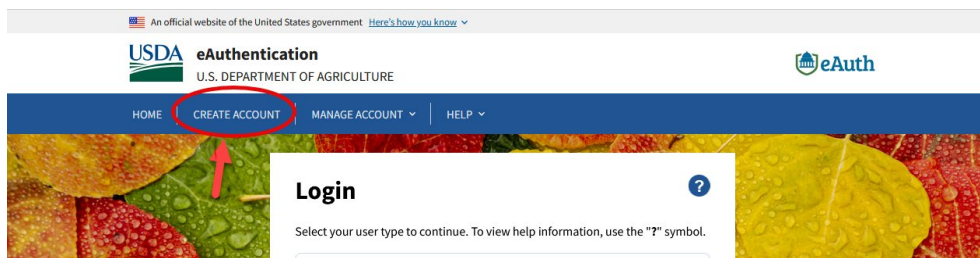Thank you for your interest in the *Veterinary Service Process Streamlining (VSPS).*

To use VSPS as an **Importer** or **Broker** you will need to complete all 3 steps below:

Step 1: Creating a Login.gov Account

1. Go to the VSPS home page: https://vsapps.aphis.usda.gov/vsps/
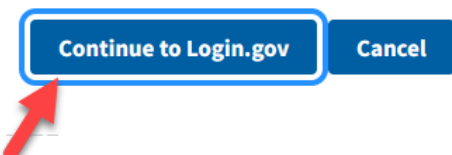   a. Click Log In

    b. Click Create Account

    c. Click Continue to Login.gov

d. Click Create an Account
   i. Enter your email and click submit.
   ii. Follow the instructions on the following pages to finish the setup.

USDA eAuthentication is using Login.gov to allow you to sign in to your account safely and securely.

Sign in	**Create an account**

Create an account for new users

Enter your email address

Select your email language preference
You will receive emails from Login.gov in the language you choose.

- ◉ English (default)
- ○ Español
- ○ Français
- ○ 中文 (简体)

☐ I read and accept the Login.gov Rules of Use ⧉

Submit

If you need help with obtaining your login.gov account, visit: https://www.eauth.usda.gov/eauth/b/usda/faq

Step 2: Creating a VSPS Profile and Requesting the Importer Role

After you complete your login.gov account setup it will take you to the below page to complete your VSPS profile. Fill out your user profile (making sure to complete all fields with a red asterisk), then click Submit.

Please complete the profile contact information.

Contact Information

* All fields marked with red asterisks are required

Email Address * [_____] ✕

Name Information		**Address Information**	
Prefix		Address 1 *	[____]
First Name *	[____]	Address 2	
Middle Name		Postal Code *	[____]
Last Name *	[____]	City *	[____]
Suffix		State *	[____] ⌄
Nickname		Country *	United States ⌄
Maiden Name			
ProfessionalTitle			
Business Name			

Telephone Number(s)

Type	Country Code	Number (nnn) nnn-nnnn	Ext.
Fax	1		
Mobile	1		
Phone	1	*	
TDD	1		
Toll Free	1		

Submit   Cancel

Select the *Request Role* link next to the **Importer** role.

Click the *Request* button.

You will see the status is Requested.

Step 3: Send an email to the Port email box listed below for the port you will be crossing through the most.

This must be done before your Importer role will be approved in VSPS

Email Subject Line: VSPS Importer Access Request

In the email include: First Name, Last Name, Email address, login.gov username.

Include which role you need: Importer
DO NOT include your password

Email the **Northern Border Ports** if you will be crossing through one of the below ports:

Northern Border Ports email: vs.nbp@usda.gov

- Alexandria Bay, New York
- Champlain, New York
- Derby Line, Vermont
- Detroit, Michigan
- Dunseith, North Dakota
- Eastport, Idaho
- Highgate Springs, Vermont
- Houlton, Maine
- International Falls, Minnesota
- Niagara Falls, New York
- Oroville, Washington
- Pembina, North Dakota
- Port Huron, Michigan
- Portal, North Dakota
- Raymond, Montana
- Sumas, Washington
- Sweetgrass, Montana

Email the **Southern Border Ports** if you will be crossing through one of the below ports:

Southern Border Ports email: vs.sbp@usda.gov

- Brownsville, Texas
- Columbus, New Mexico
- Douglas, Arizona
- Eagle Pass, Texas
- Del Rio, Texas
- Laredo, Texas
- Nogales, Arizona
- Presidio, Texas
- San Luis, Arizona
- Santa Teresa, New Mexico

Email the **New York Animal Import Center** if you will be going through one of the below Airports:

New York Animal Import Center email: vspsnic@usda.gov

- John F. Kennedy Intl Airport
- Newark International Airport
- Stewart International Airport

Email the **Collateral Port Offices** if you will be going through one of the below ports:

Collateral Ports email: Collateral.Port.Offices@usda.gov

- Anchorage, Alaska
- Atlanta, Georgia
- Baltimore, Maryland
- Boston, Massachusetts
- Chicago, Illinois
- CVG/Cincinnati-Northern Kentucky Airport
- Dallas, Texas
- Dayton, OH
- Denver, Colorado
- Dulles International Airport
- Galveston, Texas
- Harrisburg, Pennsylvania
- Houston, Texas
- Memphis International Airport
- Minneapolis, Minnesota
- New Orleans, Louisiana
- Orlando, Florida
- Philadelphia, Pennsylvania
- Portland, Oregon
- Richmond, Virginia
- San Francisco, California
- San Juan, Puerto Rico
- Seattle, Washington
- Tacoma, Washington
- Tampa, Florida

Email the **Los Angeles Airport/Import Center** if you will be going through the Los Angeles Import Center.

Los Angeles Airport/Import Center email: vspslax@usda.gov

After you have your login.gov account, VSPS Importer role, and have emailed the port mailbox, the role will be approved usually within 48 hours if requested during the work week. You can check to see if the role is approved by going to the Personal Profile – My Roles.   Once the role is approved the status will say '**Approved**'.

If more than 2 working days have elapsed and your role is not approved, send an email to the <u>Port mailbox</u> you sent the request to, and someone will check on the status.
If you don't hear back from anyone you can send an email to help@usda.gov.